SYSTEMS ANALYST/PROGRAMMER I

NATURE OF WORK

This is technical work performing computer programming and systems analysis work.

Work involves responsibility for the design and development of new or improved computer programs and the limited analysis of existing data processing systems. Work also involves responsibility for assisting in the development of computer systems and preparing programming specifications. An employee in this classification is competent to work on several phases of systems analysis and programming with only general direction. However, instruction and guidance are provided in the more complicated phases by a technical superior.

EXAMPLES OF WORK PERFORMED

Assists in the documentation of conceptual design of a computer system.

Develops detailed specifications, code, documentation and related customer information required to complete program development maintenance activities; prepares program logic flow charts and processing diagrams.

Designs and develops customer applications for microcomputers.

Assists in the evaluation and recommendation of a solution to a specific data processing problem.

Tests and debugs programs and consults with other Information Services personnel to assure accuracy and completeness.

Creates detail logic design and code for segments of a system.

Prepares detailed program documentation and operating documentation.

Under supervision, works directly with customers in the isolation and definition of system and program problems.

Performs all duties within the established policies, standards and guidelines of the Information Services Division.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of microcomputer programming language.

Knowledge of COBOL.

Knowledge of CICS.

Knowledge of MVS Job Control Language.

Knowledge of MVS data set construction.

Knowledge of data base management, systems and technology for mainframe and microcomputers.

Knowledge of the principles, methods and techniques of computer programming language(s) used in data processing.

Knowledge of job control language concepts and functions and capabilities of computer hardware.

Ability to assimilate and follow written and oral instructions in the methods and techniques of computer program preparation.

Ability to analyze problems and to organize their component parts into logical steps.

Ability to exhibit independent judgment and initiative in analyzing data processing systems.

Ability to utilize technical manuals relating to programming languages, system operations and data base management.

Ability to communicate effectively both orally and in writing.

Ability to design files and file structures.

Ability to establish and maintain effective working relationships with supervisors, co-workers and customers.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by vocational or community college level course work in systems analysis and programming, and experience performing moderately complex computer programming and systems analysis work.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by vocational or community college level course work in systems analysis and programming, or some experience in the design and development of computer programs and systems analysis, or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: _____   _____
                         Department Head   Personnel Director

2/95
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